

## PACE 2015 Professional Assistants Forum

**Wednesday 1 July**

*Te Wharewhaka Functions Centre  
Odlins Square, 15 Jervois Quay, Wellington Waterfront*

**9.30am**      **Registration** and welcome coffee/tea

**10.05am**      **Opening remarks**

**10.15am**      ***Take the lead – Leadership as it applies to the modern EA***

*Keith Vaughan, Leadership Development Consultant, KV Consulting*

Today's administrative professionals are no longer just 'behind-the-scenes' support. They are assuming highly visible roles within their organisations, advocating change and implementing measures that allow their organisations to be successful. The 21<sup>st</sup> century administrative professional needs to be a manager and a leader. Successful executives need outstanding EAs who are willing to effectively partner with them and find ways to work productively together. Learn how you can make a significant contribution to your organisation and enhance your skills and ability to lead.

**11.15am**      ***Why Social Media?***

*Kaylee Donald, International Brand Manager, Education New Zealand*

In this session, Kaylee will focus on how you can use social media tools such as LinkedIn specifically in relation to your own career. Kaylee is continuously attending conferences and events to hear about the latest social media tools. An opportunity to get your burning questions answered by someone whose role calls for a high degree of social media knowledge.

**12.15pm**      **Lunch**

**1.00pm**      ***Career pathways and salary negotiations***

*Julie Cressey, Head of Consulting Services, Madison Consulting*

Julie will discuss the following:

- *Salary Negotiations:* understanding and quantifying your value, knowing what you are asking for, the importance of research, readying yourself for discussion and negotiation, using the power of silence, be prepared to discuss more than money.
- *Career Pathways:* how to take charge of your own career, understanding your personal footprint, selling yourself, understanding and capitalising on your transferable skills, career options for senior assistants.

**2.00pm**      ***The view from the other side of the desk – Chief Executive panel discussion***

We are very fortunate to have three highly respected and influential organisation heads join us to discuss what a great assistant means to them. This will be an interesting and informative perspective on their experience and the key fundamentals of the working relationships they have had with their assistants.

- *John Allen, Chief Executive, New Zealand Racing Board (ex Chief Executive of MFAT)*
- *Lyn Provost, Controller and Auditor-General, Office of the Auditor-General*
- *Peter Chrisp, Chief Executive, New Zealand Trade and Enterprise*

**3.00pm**      **Conclusion**